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ABSTRACT

Developed during a project designed to provide a continuous, competency-based line of vocational training in business and office education programs at the secondary and postsecondary levels, this package consists of an instructor's guide and learning modules for use in Shorthand I and Shorthand II. Various aspects of implementing and articulating secondary and postsecondary shorthand courses are covered, including course content, performance standards, student-teacher agreements, suggested instructional times, tasks addressed in the courses, outcome-referenced measures, equipment needed, and references. Addressed in the seven task sheets of the first module are reading and writing shorthand symbols, brief forms, and phrases; inserting punctuation; taking and transcribing familiar material; and dictation/transcription of new material. Among those topics examined in the 10 task sheets of the second module are shorthand principles, transcription techniques, dictation/transcription of new and familiar materials, office style dictation/transcription, recorded media transcription, preparing minutes of a meeting, and written communication composition. The task sheets contain some or all of the following: performance objectives, performance actions, suggested instruction times, performance standards, and related technical information. (MN)

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ED220582

ARTICULATED INSTRUCTION OBJECTIVES GUIDE

FOR

SHORTHAND

(MODULE 3.0 - SHORTHAND I)

(MODULE 4.0 - SHORTHAND II)

PROJECT PERIOD

March, 1981 - February, 1982

(Pilot Model)

PREPARED BY
VOCATIONAL ARTICULATION
TASK FORCE COMMITTEE ON OFFICE OCCUPATIONS
REPRESENTING
THE SCHOOL DISTRICT OF GREENVILLE COUNTY
AND
GREENVILLE TECHNICAL COLLEGE
GREENVILLE, SOUTH CAROLINA

OCCUPATIONAL EDUCATION ARTICULATION PROJECT
FUNDED BY
SOUTH CAROLINA APPALACHIAN COUNCIL OF GOVERNMENTS

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FEBRUARY, 1982

EDITION I

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CE 032 527

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SHORTHAND

LEVEL: Secondary

TITLE: Shorthand I

DESIGNATION: Shorthand I COMPUTER NUMBER: 608

DESCRIPTION: Shorthand I introduces the student to the shorthand code, the process of recording information in symbols. The ability to read and write shorthand speedily and accurately is developed. Shorthand skills are mastered so that verbatim dictation can be taken and transcribed in acceptable form. Spelling and vocabulary skills are developed concurrently with theory. Transcription may be oral, handwritten, or typewritten.

OBJECTIVES: The student will be able to transcribe three letters of 100-120 words each of new material dictated at 60-80 words a minute with 95 percent accuracy. The student will transcribe three letters of 80-100 words each of new material at 40-60 words a minute in mailable form. The student will use correct spelling, vocabulary, punctuation, and grammar in typing from dictation and demonstrate a high level of skill in proofreading and making corrections as well as proper techniques of good penmanship and legibility in shorthand writing.

PREREQUISITES: Typewriting I or be enrolled in Typewriting I
Suggested Grade Level: 11

REQUIRED/SUGGESTED INSTRUCTIONAL HOURS:

System	Year		
Division	Class	Lab	Total
Credits	1		1
Hours	180		180

PERFORMANCE EVALUATION: Performance will be evaluated by appropriate outcome-reference measures of knowledge and performance representing the objectives of the training and typical on-the-job standards and situations.

JOB QUALIFICATIONS: Completion of the objectives of Shorthand I and IIshould demonstrate that the graduate meets the minimum qualifications for entry into classification as a stenographer and for shorthand requirements for secretarial work.

WORKING CONDITIONS: Typically, there are regular hours in professional or business surroundings. Some businesses may require occasional overtime. Work usually is routine but work in small offices may be varied.

LEVEL: Secondary

TITLE: Shorthand II

DESIGNATION: Shorthand II COMPUTER NUMBER: 609

DESCRIPTION: Shorthand II builds speed in dictation and increases efficiency in transcription. Considerable time is devoted to strengthening previously learned shorthand, typewriting, and English skills to enable the graduate to produce acceptable transcripts.

OBJECTIVES: The student will be able to transcribe with 95 percent accuracy three letters of 100-120 words each of new material dictated at 100-120 words a minute. The student will transcribe three letters of 80-100 words each of new material at 40-60 words a minute in mailable form. The student will use correct spelling, vocabulary, punctuation, and grammar in typing from dictation and demonstrate a high level of skill in proofreading and making corrections. The student will display proper techniques for good penmanship and legibility in shorthand writing.

PREREQUISITES: Shorthand I and Typewriting I
Suggested Grade Level: 12

REQUIRED/SUGGESTED INSTRUCTIONAL HOURS:

System	Year		
Division	Class	Lab	Total
Credits	1		1
Hours	180		180

PERFORMANCE EVALUATION: Performance will be evaluated by appropriate outcome-reference measures of knowledge and performance representing the objectives of the training and typical on-the-job standards and situations.

JOB QUALIFICATIONS: Completion of the objectives of Shorthand I and II should demonstrate that the graduate meets the minimum qualifications for entry into classification as a stenographer and for shorthand requirements for secretarial work.

WORKING CONDITIONS: Typically, there are regular hours in professional or business surroundings. Some businesses may require occasional overtime. Work usually is routine but work in small offices may be varied.

SHORTHAND I AND II
(Secondary Level)

Adopted from the Outline of High School Credit Courses by the South Carolina State Department of Education.

SHORTHAND I

Description: Shorthand I introduces the student to the shorthand code, the process of recording information in symbols. Ability to read and write shorthand speedily and accurately is developed. Shorthand theory is mastered so that verbatim dictation can be taken and transcribed in acceptable form. Spelling and vocabulary skills are developed concurrently with theory. Transcription may be oral, handwritten, or typewritten.

The student will be able to:

1. Transcribe three letters of 100-120 words each of new material with 95 percent accuracy dictated at 60-80 words a minute.
2. Transcribe three letters of 80-100 words each of new material, dictated at 40-60 words a minute, in mailable form.
3. Use correct spelling, vocabulary, punctuation, and grammar in typing from dictation.
4. Demonstrate a high level ability to proofread and make corrections.
5. Display proper techniques for good penmanship and legibility in shorthand writing.

SHORTHAND II

Description: Shorthand II deals with building speed in dictation and increasing efficiency in transcription. Considerable time is devoted to strengthening previously learned shorthand, typewriting, and English skills to enable the student to produce acceptable transcripts. Emphasis is placed on thorough proofreading of transcribed material. Attention is given to refining the business vocabulary and developing occupational sophistication.

The student will be able to:

1. Transcribe with 95 percent accuracy three letters of 100-120 words each of new material dictated at 100-120 words a minute.
2. Type four letters of 100-120 words each of new material dictated at 80-100 words a minute in mailable form with one carbon each and one envelope.
3. Use correct spelling, vocabulary, punctuation, and grammar in typing from dictation.
4. Demonstrate a high level of ability to proofread and make corrections.
5. Use the dictionary and other technical English guides for spelling, word division, punctuation, capitalization, and grammar.

GREENVILLE TECHNICAL COLLEGE
(Post-secondary Level)

SHORTHAND I

COURSE NUMBER: SSC 161 DESIGNATION: Shorthand I

DESCRIPTION: This is an introductory course to teach shorthand theory.

OBJECTIVE: Given instruction in the basic principles of shorthand, the student will demonstrate knowledge of good shorthand techniques, legibility and mastery of basic vocabulary (one-half of theory only).

PREREQUISITE: None

REFERENCE: Theory lessons 1-20, Gregg Dictation and Transcription, Diamond Jubilee Series*

PERFORMANCE STANDARDS FOR EXEMPTION:

1. After completing the learning experience presented in Lessons 1-20, the student will have learned one-half the Gregg shorthand theory.

2. Given a printed listing of brief forms, phrases and theory words, the student will be able to write the shorthand symbol for each word or transcribe into longhand with at least 90 percent accuracy.

3. Given material in shorthand, the student will be able to read and transcribe with at least 85 percent accuracy.

EXEMPTION: Ten dollar testing fee and successful completion of the final exam (performance standards) for Shorthand I with 90 percent accuracy. The test will consist of brief forms, phrases, or theory words to be written in shorthand or transcribed into longhand and transription exercise.

SHORTHAND II

COURSE NUMBER SSC 162 DESIGNATION: Shorthand II

DESCRIPTION: A continuation of Shorthand I with additional theory and practice to help build speed in transcription.

OBJECTIVE: Given instruction in the basic principles of shorthand, the student will demonstrate knowledge of good shorthand techniques, legibility, and mastery of basic vocabulary. Given materials from dictation, the student will transcribe with a minimum of 95 percent accuracy.

Shorthand II (Con't.)

PREREQUISITE: Shorthand I

REFERENCE: Theory lessons 21-40*

PERFORMANCE STANDARD FOR EXEMPTION:

1. After completing Shorthand I and the learning experiences presented in Lesson 21-40, the student will have learned all of the Gregg shorthand theory.

2. Given a printed listing of brief forms, phrases, and theory words, the student will be able to write the shorthand symbol for each or transcribe into longhand with at least 85 percent accuracy.

3. Given material written in shorthand, the student will be able to read and transcribe with at least 85 percent accuracy.

4. After completing the learning experiences presented in Lessons 21-40, the student will be able to take familiar dictation at a minimum of 50 wpm and transcribe with 95 percent accuracy. Student will be given an average length letter from the Reinforcement Book Lessons.

EXEMPTION: Ten dollar testing fee and completion of the final exam for Shorthand II with 90 percent accuracy. The test consists of brief forms, phrases, and theory words to be written in shorthand or transcribed into longhand and a dictation test at 70 wpm with 95 percent accuracy (no more than five errors).

SHORTHAND III

COURSE NUMBER: SSC 163 DESIGNATION: Shorthand III

DESCRIPTION: Shorthand III consists of reading and writing practices from Lessons 1-40 and additional material.

OBJECTIVE: Given unfamiliar dictation at a minimum of 50 wpm, the student will transcribe material with a minimum of 95 percent accuracy.

PERREQUISITE: Student must know shorthand theory and be able to write the material at a minimum of 50 wpm for two minutes and transcribe with an error allowance of three or 97 percent accuracy.

REFERENCE: Theory Lessons 1-40*

SHORTHAND III (Cont.)

PERFORMANCE STANDARD FOR EXEMPTION:

1. After completing the learning experiences presented in Lessons 1-40, the student will be able to take dictation of previewed material at a minimum of 60 wpm for two minutes and transcribe it with no more than three errors (97 percent accuracy).

2. Given a printed listing of brief forms, phrases or theory words, the student will be able to write the shorthand symbols for each or transcribe them into longhand with at least 85 percent accuracy.

3. Given material written in shorthand, the student will be able to punctuate, give punctuation rules, and spell designated words with at least 85 percent accuracy.

EXEMPTION: Ten dollar testing fee and completion of the final exam for Shorthand III with 90 percent accuracy. The test consists of (1) brief forms, phrases, and theory words to be written in shorthand or transcribed into longhand with 90 percent accuracy, (2) a transcription exercise, and (3) a dictation test for two minutes at 80 wpm with 90 percent accuracy.

SHORTHAND IV

COURSE NUMBER: SSC 206 DESIGNATION: Shorthand IV

DESCRIPTION: Shorthand IV consists of reading and writing practices as a continutation of Shorthand III.

OBJECTIVE: Student will demonstrate knowledge of shorthand and transcription skills by transcribing mailable copy from dictation based on office situations.

PERREQUISITE: Know Gregg Shorthand theory and write new material at a minimum of 70 wpm for three minutes and transcribe the material in mailable form.

REFERENCE: Lessons 41-80

PERFORMANCE STANDARDS FOR EXEMPTION:

1. After completing the learning experiences presented in Lessons 41-80 , the student will be able to take dictation of new material at a minimum of 70 wpm for three minutes and transcribe it in mailable form.

SHORTHAND IV (Con't.)

With 90 percent accuracy and a dictation test for three minutes at 90 wpm transcribed in mailable form.

*Textbook references: Leslie, Louis, A.; Zoubek, Charles E.; Lemaster, A. James; and Henson, Oleen M. Gregg Dictation and Transcription, Diamond Jubilee Series, NY: McGraw-Hill Book Company.

SHORTHAND
PERFORMANCE STANDARDS
APPLICABLE TO
MODULES 3.0 AND 4.0
SHORTHAND I AND SHORTHAND II

STANDARDS FOR DICTATING FOR TEACHERS

When giving dictation, the teacher must:

1. Preview not more than 5 percent on previewed, new-matter material.

2. Omit punctuation.

3. Dictate paragraphs.

4. Follow the conversion charts on the following pages of this manual.

   a. Rate desired for dictation
   b. Speed of dictation

5. Consider 28 syllables as 20 standard words.

CONVERSION CHART

The following chart shows the number of seconds that should elapse during the dictation of each quarter-minute segment of copy that is counted at a designated speed when faster or slower dictation rates are desired.

For example: If a copy selection is counted for dictation at 70 wpm and you want to dictate it at 80 wpm, the figure beneath the rate desired (80) and opposite the rate at which copy is counted (70) is 13, indicating that each quarter-minute segment should be dictated in 13 seconds, the first four intervals being 13, 26, 39 and 52.

When double figures are given, alternate the two time intervals. For example, to dictate at 80 wpm from copy counted at 40 wpm, dictate the first quarter-minute segment in 7 seconds, the second segment in 8 seconds, the third in 7 seconds, and so on. An easy way to do this is to return the hand of the stop watch to zero after each segment of dictation.

RATE DESIRED FOR DICTATION

	40	50	60	70	80	90	100	110	120	130	140
40	15	12	10	9	7/8	7	6	5/6	5	4/5	4
50	19	15	12/13	11	9	8	7/8	7	6	5/6	5
60	22/23	18	15	13	11	10	9	8	7/8	7	6
70	26	21	17/18	15	13	12	10/11	10	9	8	7/8
80	30	24	20	17	15	13	12	11	10	9	8/9
90	34	27	22/23	19	17	15	13/14	12	11	10	9/10
100	37/38	30	25	21	19	17	15	14	12/13	12	11
110	41	33	27/28	24	21	18	16/17	15	14	13	12
120	45	36	30	26	22/23	20	18	16	15	14	13
130	49	39	32/33	28	24	22	19/20	18	16	15	14
14	52/53	42	35	30	26	23	21	19	17/18	16	15

TIME-INTERVAL SCHEDULE

The following chart is designed to help you dictate shorthand material at a variety of speeds. Most dictation material found in shorthand textbooks is counted in groups of 20 "standard" words. A "standard" word consists of 1.4 syllables. Twenty-eight syllables comprise 20 "standard" words. To dictate evenly at a specific rate of speed, you must dictate each group of 20 standard words within a specified number of seconds.

To use the chart, identify from the column heading the rate at which you wish to dictate. The figures under each column heading indicate the number of seconds which should elapse as each 20-word group is dictated. For example, to dictate at 65 wpm, the first 20-word group should be dictated by the time 37 seconds have elapsed, and so on.

The time indications have been rounded and carried through the first minutes, but they may be used when dictating for longer periods of two minutes, three minutes, etc. If the last figure in a column is 60, simply repeat the cycle for each additional minute of dictation. If the last figure in a column is other that 60, return the sweep hand of the stop watch to zero when the last figure is reached and repeat the cycle.

SPEED OF DICTATION (Words a Minute)

40	45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125	130	135	140
30	27	24	22	20	19	17	16	15	14	13	13	12	11	11	10	10	9	9	8	8
60	53	48	44	40	37	34	32	30	28	26	25	24	23	22	21	20	19	18	17	17
	20	12	5	60	55	51	48	45	42	40	38	36	34	33	31	30	28	27	26	25
					14	8	4	60	56	53	51	48	46	44	42	40	38	37	35	34
									11	6	3	60	57	55	52	50	47	46	44	42
													9	6	3	60	57	55	53	51
																	6	4	2	60

STANDARDS FOR DICTATION TECHNIQUES FOR STUDENTS

When taking dictation, the student must:

1. Use a rubberband to separate old shorthand notes and unused pages in the notebook.
2. Date pages of the notebook on the bottom line.
3. Use a pen to take dictation.
4. Use a diagonal line to mark completed transcription.
5. Write shorthand notes in only one column at a time.

STANDARDS FOR PREVIEWED AND UNPREVIEWED DICTATION

1. Each of the following will count as one error:

   a. A misspelled word
   b. Incorrect word division
   c. Any grammatical error
   d. Any capitalization error
   e. Any punctuation error
   f. Incorrect usage of numbers, money amounts, and times
   g. Incorrect abbreviations
   h. Any word inserted but not dictated, unless acceptable substitutions are indicated for office style dictation
   i. Any word omitted
   j. Any transposed material
   k. A typographical error
   l. A noticeable correction
   m. Smudges and fingerprints
   n. Incorrect use of the current date
   o. Incorrect use of any letter part

2. Transcription aids such as reference books, textbooks, dictionaries, word-division manuals, etc., may be used.

3. All typographical errors are to be corrected.

STANDARDS FOR MAILABLE LETTERS

1. Any of the following errors will cause a letter to be unmailable:

   a. Misspelled word
   b. Incorrect word division
   c. Any grammatical error
   d. Any capitalization error
   e. Any punctuation error
   f. Incorrect usage of numbers, money amounts, and times
   g. Incorrect abbreviations
   h. Any word inserted that changes the meaning of the dictation
   i. Any word omitted that changes the meaning of the dictation
   j. Transposed material
   k. A typographical error
   l. Noticeable corrections
   m. Fingerprints and smudges
   n. Incorrect use of the current date
   o. Any letter part omitted or used incorrectly

2. Transcription aids such as reference books, textbooks, dictionaries, word division manuals, etc., may be used.

3. All typographical errors are to be corrected.

ABBREVIATIONS FOR PUNCTUATION REASONS

, parenthetical	, par
, apposition	, ap
, series	, ser
, introductory	, intro
, if clause	, if
, when clause	, when
, as clause	, as
, conjunction	, conj
, and omitted	, and o
, nonrestrictive	, nonr
; no conjunction	; nc
. courteous request	. cr
- two-word adjective	- 2 word adj
; compound sentence, with other commas	; conj
--explanation	—expl
: tabulation	: tab
" direct quotation	"quot
' possessive	' poss
' contraction	' cont
' direct quote	' quot
! exclamation	! excl
: long quotation	: quot

STUDENT-TEACHER AGREEMENT
FOR
PERFORMANCE-BASED LEARNING

_____

_____

DIRECTIONS: The student, after reviewing the objectives and standards for the course either individually or as a member of the class, will check the appropriate course title block, sign his/her name at the bottom of the page, and indicate the school, and date. The student and instructor, by signing the agreement, indicate that they will abide by the stated objectives and standards of the course.

THIS STATEMENT CERTIFIES THAT I HAVE READ THE OBJECTIVES AND STANDARDS FOR:

( ) Typewriting I

( ) Typewriting II

( ) Shorthand I

( ) Shorthand II

( ) Accounting I

( ) Accounting II

( ) Office Procedures

( ) Other: _____

AND THAT I FULLY UNDERSTAND THE CONTENT OF THE OBJECTIVES, COURSE REQUIREMENT, AND GRADING PROCEDURES.

STUDENT'S SIGNATURE _____

SCHOOL _____

DATE _____

INSTRUCTOR SIGNATURE _____

MODULE 3.0, SHORTHAND I

SUGGESTED INSTRUCTION TIME

SUMMARY
SUGGESTED INSTRUCTION TIME
(Module 3.0, Shorthand I)

SHORTHAND I MODULE/TASK		SUGGESTED HOURS
3.01	Read Shorthand Symbols	40
3.02	Write Shorthand Principles - Symbols	36
3.03	Write Shorthand - Brief Forms	22
3.04	Write Shorthand - Phrases	15
3.05	Inserting Punctuation	12
3.06	Take and Transcribe Familiar Material	40
3.07	Dictation/Transcription: New Matter Material Previewed	15
TOTAL INSTRUCTION TIME:		180

TASK LISTING SUMMARY

(Module 3.0, Shorthand I)

TASK LISTING
(Module 3.0, Shorthand I)

TASK	DESCRIPTION
3.01	(Read Shorthand Symbols) Given familiar shorthand plate material containing brief/speed forms, phrases, and alphabet outlines, read the material fluently with 90 percent accuracy.
3.02	(Write Shorthand Symbols) Given a list of familiar words, demonstrate the ability to form the shorthand outlines, using proper proportions with 90 percent accuracy.
3.03	(Write Shorthand - Brief Forms) Given a list of 50 brief forms dictated at a rate of 1 every 5 seconds, accurately write and transcribe at the typewriter or by hand within 15 minutes with 90 percent accuracy.
3.04	(Write Shorthand - Phrases) Given a list of 50 frequently used phrases dictated at the rate of 1 every 6 seconds, accurately write and transcribe either at the typewriter or by hand within 20 minutes with 90 percent accuracy.
3.05	(Inserting Punctuation) Given 20 sentences by the instructor, within 10 minutes insert the needed punctuation in the sentences with 85 percent accuracy. Reasons for punctuation may be required at the discretion of the teacher.
3.06	(Take and Transcribe Familiar Material) Given letters of 100-120 words containing brief forms and high frequence words dictated at 60-80 words a minute, transcribe at the typewriter with 95 percent accuracy.
3.07	(Dictation/Transcription: New Matter Material Previewed) Given dictation of previewed material for 1-2 minutes at 60-80 words a minutes, write the shorthand outlines and transcribe notes with 95 percent accuracy within 15-25 minutes.

MODULE 3.0, SHORTHAND I

MODULE 3.0 SHORTHAND I

TASK 3.01 READ SHORTHAND

PERFORMANCE OBJECTIVE:

Given familiar shorthand plate material containing brief/speed forms, phrases, and alphabetic outlines, read the material fluently with 90 percent accuracy.

PERFORMANCE ACTIVITIES:

3.0101 Spell phonetically shorthand outlines.

3.0102 Read standard shorthand brief/speed forms and phrases.

3.0103 Recognize various shorthand blends by sounds of words and identify with shorthand symbols.

3.0104 Recognize shorthand word beginnings and endings.

3.0105 Recognize shorthand symbols for punctuation.

3.0106 Read fluently a letter of standard shorthand alphabetic symbols.

SUGGESTED INSTRUCTION TIME: 40 Hours

RELATED TECHNICAL INFORMATION:

- Shorthand theory
- Standard shorthand symbols
- Word families, brief forms, and phrases
- Commonly used words and phrases
- Phonetics and grammar rules
- Punctuation rules
- Personal development requirements

PERFORMANCE STANDARDS:

- Read a letter containing theory words, brief forms, phrases, amounts, quantities, and punctuation marks with 90 percent accuracy.

MODULE	3.0	SHORTHAND I
TASK	3.02	WRITE SHORTHAND SYMBOLS

PERFORMANCE OBJECTIVE:

Given a list of familiar words, demonstrate the ability to form the shorthand outlines, using proper proportions with 90 percent accuracy.

PERFORMANCE ACTIVITIES:

3.0201 Use shorthand notebook (Use proper techniques in notebook and hand positions).

3.0202 Use proper pen position in taking shorthand.

3.0203 Write standard shorthand symbols correctly proportioned.

3.0204 Copy word lists as presented in text using correct proportions.

3.0205 Write paragraphs and letters in shorthand symbols fluently and read back shorthand notes accurately.

SUGGESTED INSTRUCTION TIME: 36 Hours

PERFORMANCE STANDARDS:

- 85 percent accuracy in symbols construction with 90 percent accuracy expected at termination of instruction in writing shorthand (at the end of the module).

MODULE 3.0 SHORTHAND I

TASK 3.03 WRITE SHORTHAND - BRIEF FORMS

PERFORMANCE OBJECTIVE:

Given a list of 50 brief forms dictated at a rate of 1 every 5 seconds, accurately write and transcribe within 15 minutes with 90 percent accuracy. Transcription may be either handwritten or typewritten.

PERFORMANCE ACTIONS:

3.0301 Supply and assemble necessary materials for work:

a. Duplicated form supplied by teacher
b. Pen
c. Typewriter
d. Correction devices

3.0302 Using the duplicated form provided by the teacher, write in shorthand the brief forms dictated.

3.0303 Using the typewriter or pen, transcribe in the space provided on the form all outlines taken from dictation.

3.0304 Proofread and correct all errors.

SUGGESTED INSTRUCTION TIME: 22 Hours

PERFORMANCE STANDARDS:

- 50 brief forms taken by dictation at a rate of 1 every 5 seconds to be transcribed either by hand or typewriter within 15 minutes with 90 percent accuracy.

MODULE 3.0 SHORTHAND I

TASK 3.04 WRITE SHORTHAND - PHRASES

PERFORMANCE OBJECTIVE:

Given a list of 50 frequently used phrases dictated at the rate of 1 every 6 seconds, accurately write and transcribe at the typewriter or by hand within 20 minutes with 90 percent accuracy.

PERFORMANCE ACTIONS:

3.0401 Supply and assemble necessary materials for work:

a. Duplicated form supplied by teacher
b. Pen
c. Typewriter
d. Correction devices

3.0402 Using the duplicated form provided by the teacher, write in shorthand the phrases dictated.

3.0403 Using the typewriter or pen, transcribe in the space on the form provided by the teacher all outlines taken from dictation.

3.0404 Proofread.

3.0405 Correct all errors.

SUGGESTED INSTRUCTION TIME: 15 Hours

PERFORMANCE STANDARDS:

- 50 phrases taken by dictation at the rate of 1 every 6 seconds to be transcribed at the typewriter or by hand within 20 minutes with 90 percent accuracy.

MODULE 3.0 SHORTHAND I

TASK 3.05 INSERTING PUNCTUATION

PERFORMANCE OBJECTIVE:

Given 20 sentences by the instructor, within 10 minutes insert the needed punctuation in the sentences with 85 percent accuracy. (Reasons for punctuation may be required at the discretion of the teacher).

PERFORMANCE ACTIVITIES:

3.0501 Supply and assemble necessary supplies:

a. Duplicated material (20 sentences) from the instructor
b. Pen or pencil

3.0502 Insert punctuation marks as required to correct the sentences.

3.0503 If required, give the reason for each punctuation used.

3.0504 Proofread carefully.

SUGGESTED INSTRUCTION TIME: 12 Hours

PERFORMANCE STANDARDS:

- 85 percent accuracy in inserting punctuation in 20 given sentences within 10 minute period. A sentence must be completely accurate in order to receive credit.
- Punctuation rules (reasons for punctuation) may be required at discretion of the teacher.

MODULE 3.0 SHORTHAND I

TASK 3.06 TAKE AND TRANSCRIBE FAMILIAR MATERIAL

PERFORMANCE OBJECTIVE:

Given letters of 100-120 words containing brief forms and high frequency words dictated at 60-80 words a minute, transcribe at the typewriter with 95 percent accuracy.

PERFORMANCE ACTIONS:

3.0601 Assemble materials for dictation and transcription:

a. Shorthand pad
b. Pen
c. Dictionary or word division book
d. Typing paper
e Correction devices

3.0602 Write shorthand outlines of familiar words.

3.0603 Automatically recall frequently used words, phrases, and brief forms.

3.0604 Use brief forms and phrases.

3.0605 Coordinate listening and shorthand writing abilities.

3.0606 Recognize and use sounds to write shorthand outlines of new words under stress of dictation without loss of speed.

3.0607 Develop ability to retain mentally, several phrases during dictation progress.

3.0608 Proofread and correct errors.

SUGGESTED INSTRUCTION TIME: 40 Hours

PERFORMANCE STANDARDS:

- 95 percent of dictated material taken and transcribed accurately.

RELATED ACTIVITIES:

- Increase speed in taking dictation through repetition at faster rates of dictation.

MODULE	3.0	SHORTHAND I
TASK	3.07	DICTATION/TRANSCRIPTION: NEW MATTER MATERIAL PREVIEWED

PERFORMANCE OBJECTIVE:

Given dictation of previewed material for 1-2 minutes at 60-80 words a minute, write the shorthand outlines and transcribe notes with 95 percent accuracy within 20 minutes.

PERFORMANCE ACTIONS:

3.0701 Supply and assemble necessary materials for work:

a. Pen
b. Shorthand pad
c. Typewriter
d. Correction devices
e. Typing paper

3.0702 Write all dictated material in shorthand.

3.0703 Using the typewriter, transcribe all outlines dictated.

3.0704 Proofread and correct all errors.

SUGGESTED INSTRUCTION TIME: 15 Hours

PERFORMANCE STANDARDS:

- 95 percent of the dictated material transcribed accurately.

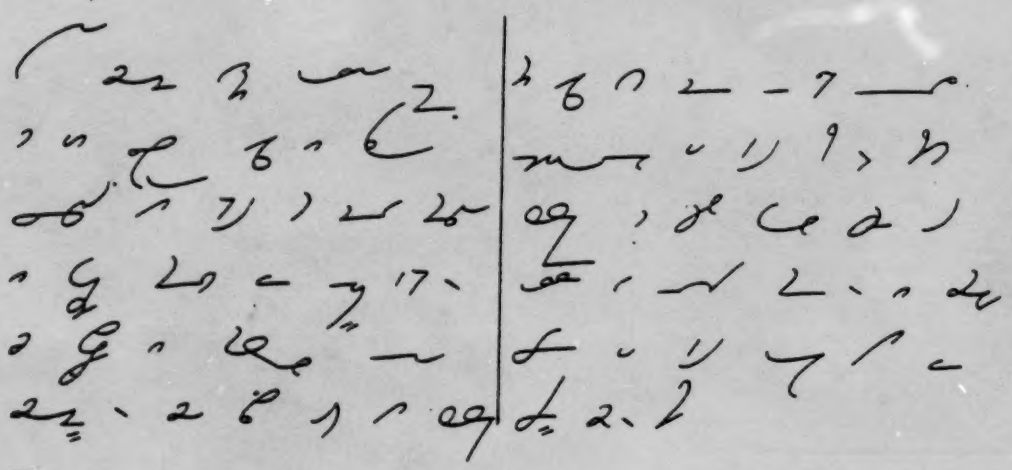
OUTCOME-REFERENCED MEASURES

MODULE 3.0, SHORTHAND I

MODULE 3.0 SHORTHAND I

TASK 3.01 READ SHORTHAND SYMBOLS

Read the following letter within one minute with no more than five errors.



Transcript of above letter

Dear Mr. Wilson:

Thank you for your letter informing us of your inability to pay your bill amounting[1] to $700 for some of the furniture you purchased from us on November 17. We[2] appreciate your frankness, Mr. Wilson. We are happy, therefore,[3] to arrange for you to pay this sum in seven monthly installments of $100 each.

If this arrangement is satisfactory,[4] please sign and return the enclosed form. Your first payment of $100 will be due on January 2.

Yours very truly,[5]

Gregg Shorthand Series 90, Gregg, Leslie, and Zoubek, Gregg Division, McGraw-Hill, New York, 1978.

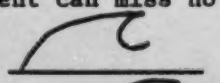
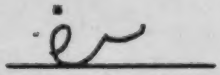
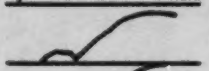
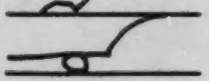
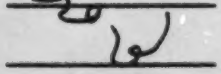
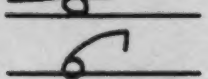
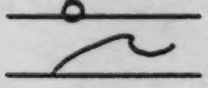
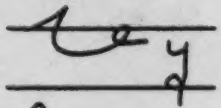
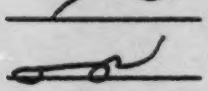
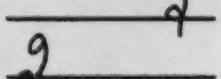
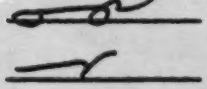
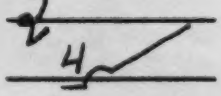
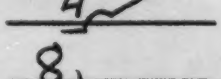
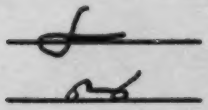
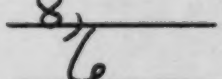
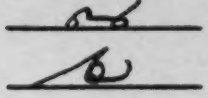
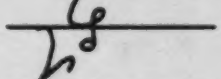
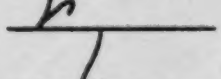
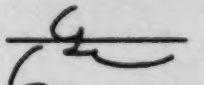
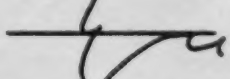
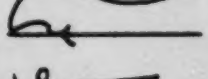
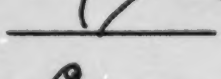
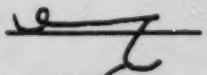
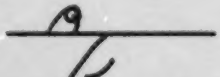
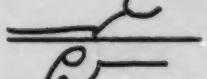
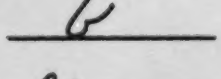
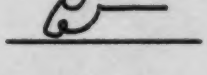
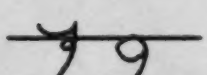
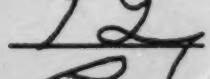
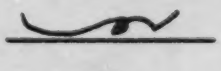
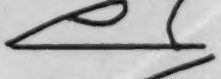
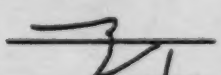
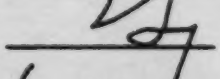
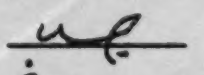
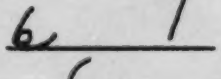
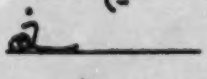
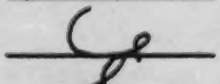
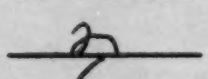
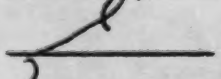
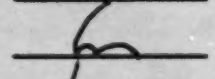
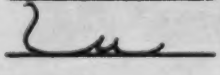
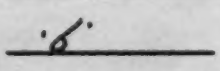
MODULE	3.0	SHORTHAND I
TASK	3.02	WRITE SHORTHAND SYMBOLS

THEORY WORDS

Dictate the following 50 theory words at the rate of 1 every 5 seconds. Students can miss no more than five words.

THEORY WORDS

Dictate the following 50 theory words at the rate of 1 every 5 seconds. Student can miss no more than 5 words.

1.		temper	26.		harder
2.		condemn	27.		necessary
3.		maintain	28.		friend
4.		attention	29.		to plan
5.		dinner	30.		official
6.		amount	31.		efficient
7.		mother	32.		$ 400,000
8.		payment	33.		8 percent
9.		unit	34.		briefly
10.		desired	35.		Very truly yours
11.		personal	36.		job
12.		because	37.		Dear Mrs.
13.		remember	38.		these
14.		month	39.		both
15.		appointment	40.		urge
16.		receive	41.		grade
17.		available	42.		liked
18.		today	43.		moved
19.		credit	44.		change
20.		always	45.		share
21.		while	46.		please
22.		week (weak)	47.		days
23.		book	48.		floor
24.		just	49.		heating
25.		child	50.		question mark

MODULE	3.0	SHORTHAND I
TASK	3.03	WRITE SHORTHAND BRIEF FORMS

BRIEF FORMS

Dictate any 50 of the following brief forms at the rate of 1 word every 5 seconds. Students can miss no more than 5 items.

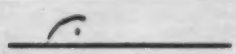
BRIEF FORMS

Dictate any 50 of the following brief forms at the rate of 1 word every 5 seconds. Students can miss no more than 5 brief forms.

1.		I	26.		this
2.		Mr.	27.		good
3.		have	28.		and
4.		are, our, hour	29.		them
5.		will, well	30.		they
6.		a, an	31.		was
7.		am	32.		when
8.		it, at	33.		from
9.		in, not	34.		should
10.		is, his	35.		could
11.		the	36.		send
12.		that	37.		glad
13.		can	38.		work
14.		you, your	39.		yesterday
15.		Mrs.	40.		very
16.		of	41.		thank
17.		with	42.		order
18.		but	43.		soon
19.		for	44.		enclose
20.		any	45.		were,
21.		which	46.		value
22.		be, by	47.		than
23.		doctor	48.		one (won)
24.		would	49.		what
25.		there, their	50.		about

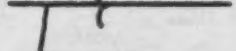
BRIEF FORMS

51. out

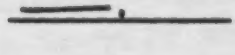
52.  think, thing

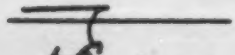
53. usual

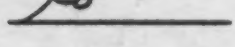
54. business

55.  gentlemen

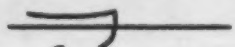
56. morning

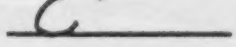
57.  important, importance

58.  throughout

59.  where

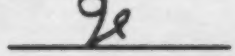
60. manufacture

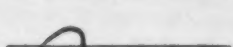
61.  present

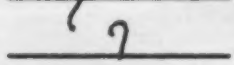
62.  part

63. after

64. advertise

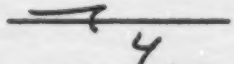
65.  company

66.  wish

67.  immediate

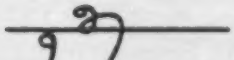
68. Ms.

69. opportunity

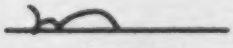
70.  advantage

71. executive

72. ever, every

73.  suggest

74. correspond, correspondence

75.  several

MODULE 3.0 SHORTHAND I

TASK 3.04 WRITE SHORTHAND PHRASES

OUTCOME-REFERENCED MEASURE (3.04):

Dictate the following 50 phrases at the rate of one every 6 seconds; transcribe within 20 minutes.

I wanted	1.	
days ago	2.	
of course	3.	
we hope	4.	
to me	5.	
it has been	6.	
to be	7.	
I cannot	8.	
more than	9.	
very glad	10.	
in the world	11.	
long ago	12.	
we will be	13.	
Dear Miss	14.	
very well	15.	
one of our	16.	
up to date	17.	
this is not	18.	
I hope	19.	
to us	20.	
thank you for the	21.	

to make	22.	
I have not been	23.	
to have	24.	
let us	25.	
to know	26.	
will you please	27.	
few months ago	28.	
let me	29.	
Dear Mr.	30.	
Yours very truly	31.	
some of them	32.	
I hope you will	33.	
do you want	34.	
to do	35.	
to blame	36.	
your letter	37.	
we have	38.	
you do not	39.	
they have	40.	
thank you for the	41.	
who are	42.	
as soon as	43.	
I am sure	44.	
I must	45.	

MODULE 3.0 SHORTHAND I

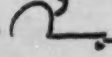
TASK 3.04 WRITE SHORTHAND PHRASES

Sincerely yours 46.

you will be able 47.

with the 48.

give us 49.

this morning 50. 

MODULE	3.0	SHORTHAND I
TASK	3.05	INSERTING PUNCTUATION

Select 20 sentences from the list provided. Within ten minutes, insert needed punctuation. (If reasons for punctuation are required, time should be increased.)

PUNCTUATION TEST*

Reason

1. Your presentation is scheduled for Thursday January 20 from 9 a.m. to 1 p.m. _____

2. He said that you expected the prices of a large well known concern like ours to be high on the list. _____

3. You can of course judge whether an applicant for a sales position is well dressed and whether he has a pleasing personality. _____

4. When the original shipment is located we will make whatever adjustments are necessary. _____

5. We thought that by this time though a new supply would have come in. _____

6. The correct amount of your December premium was $105.70 but we billed you for only $103.67. _____

7. On Friday December 5 I visited the furniture department of your store and selected a lamp with a blue shade. _____

8. May I suggest that you extend no further credit to the Wilson Manufacturing Company which just placed an order for 30 mens shirts. _____

9. As you know we have been trying for some time to collect on your unpaid account which amounts to $1,456. _____

10. Before shipping your order we should like to make a routine credit check so that we can give you an accurate rating. _____

11. If we have made an error in connection with your account please let us know. _____

12. Don't make this distasteful action on our part necessary send us your check in the enclosed stamped envelope. _____

13. It was a large budget and I was afraid it would be cut substantially. _____

14. We also enclosed in the package a quantity of four page circulars that stress the important selling points of our razors. _____

15. If you accept ads of this type please let us know the cost of placing such an ad in 1 issue 6 issues and 12 issues. _____

Punctuation Test
Page 2

Reason

16. The price of a two column ad is $65 per issue the price of a one column ad is $35. _____

17. These rates are slightly higher than last years as a result of higher printing binding and mailing costs. _____

18. However we are also equipped to handle small accounts. _____

19. As you can see from the enclosed folder our magazine is growing rapidly. _____

20. This parking lot was put in for the convenience of our customers and we hope that you will use it when you have business to transact at our bank. _____

21. When you talk to one of our men you will discover that there are many positions in our organization for which you may qualify. _____

22. His many friends will miss his friendly helpful advice and his encouragement. _____

23. The position which pays a salary of $600 a month is a wonderful opportunity for the right young man. _____

24. In addition it contains many new features that we are sure you will like. _____

25. When you again have occasion to visit our store won't you take a moment to stop by my desk and introduce yourself. _____

* Includes commas, semicolons, hyphens, apostrophes.

MODULE	3.0	SHORTHAND I
TASK	3.06	TAKE AND TRANSCRIBE FAMILIAR MATERIAL (THREE LETTERS)

(TASK SAMPLE: Letter 1)

Dear Mr. Quinn: Beginning with next Monday's issue, the Miami Sun will carry a new department in its[1] main section. This department will be devoted to current news about the state civil service. It will bring our[2] readers a complete list of jobs that are available, public examinations that will be held, and appointments[3] that have been made in the civil service.

We are sure that as a regular reader of our newspaper, you[4] will find this practical service extremely helpful. If you have any suggestions or ideas on how we[5] can increase the usefulness of our newspaper even more, we hope you will let us have them. Very truly yours,[6]

Preview Words:

Miami Sun	examinations
devoted	appointments
current	extremely
civil	usefulness

(Letter 2)

Dear Mr. Temple: If you have just moved into Fairfield County and don't know which bank to use, let us help you decide.[1]

If you want a bank that has an office near your home or job, the chances are that the State National Bank is[2] the one for you. We have more than 50 offices in the county.

If you want a bank whose policies and[3] services are geared to today and tomorrow, it can only be the State National.

If you would like to entrust[4] your banking affairs to a large, successful, and experienced bank, the State National, one of the world's largest,[5] is the bank for you.

Come in soon, Mr. Temple, and let me tell you all about us. Sincerely yours,

Preview Words:

Fairfield County	entrust
State National Bank	experienced
tomorrow	

(Letter 3)

Dear Mr. Jones: Thank you very much for your letter of several days ago asking about the facilities[1] of the Benson Hotel and expressing your interest in spending two or three weeks with us.

In a few days[2] we will receive from the printer a new brochure describing our facilities[3] in detail. When I receive a supply, I will send a copy to you.

I hope, Mr. Jones, that you will be able to spend some time with us in[4] the future. I know that we will be able to make your stay enjoyable, interesting,[5] and refreshing. Sincerely yours,

Preview Words:

facilities	in the future
Benson Hotel	enjoyable
brochure	refreshing

Gregg Shorthand Series 90, Gregg, Leslie, and Zoubek, Gregg Division, New York: McGraw-Hill, 1978, pp. 121-126.

(Counted at 60 wpm)

Dear Mr. Davis: The man who wants to be sure that his insurance provides complete protection asks himself the following three questions every so often:

1. Could I have made a mistake in estimating the value of my property?

2. Have I made any large purchases recently that increased the value of my property? (1)

3. Have values risen since I insured my property?

If his answer is yes to any of these questions, he knows that he needs to revise his insurance upward to be sure that he is completely covered.

May we show you how to arrange for dependable coverage at a low cost? There is no charge. Cordially yours, (2)

Preview Words:

who wants	upward
questions	dependable
estimating	he knows
property	mistake

Speed Dictation with Previewed in Gregg Shorthand Diamond Jubilee Series, Gregg, Leslie, and Zoubek, Gregg Division, New York: McGraw-Hill, 1963.

EQUIPMENT LIST

MODULE 3.0, SHORTHAND I

-Typewriter

-Recorder

REFERENCES

MODULE 3.0, SHORTHAND I

(See References, Module 4.0, Shorthand II)

MODULE 4.0, SHORTHAND II

MODULE 4.0, SHORTHAND II

SUGGESTED INSTRUCTION TIME

SUMMARY
SUGGESTED INSTRUCTION TIME
(Module 4.0, Shorthand II)

SHORTHAND II TASK/MODULE		SUGGESTED HOURS
4.01	Shorthand Principles - Theory Brief Forms and Phrases	15
4.02	Transcription Techniques - Punctuation	15
4.03	Transcription Techniques - Spelling and Word Choice	15
4.04	Transcription Techniques - Word Division	15
4.05	Take and Transcribe Familiar Material	30
4.06	Dictation/Transcription - New Matter	30
4.07	Office Style Dictation/Transcription	20
4.08	Recorded Media Transcription	20
4.09	Take and Prepare Minutes of Meeting	10
4.10	Written Communication Composition	10
TOTAL INSTRUCTION HOURS:		180

MODULE 4.0, SHORTHAND II

TASK LISTING

TASK LISTING
(Module 4.0, Shorthand II)

TASK	DESCRIPTION
4.01	(Shorthand Principles - Theory Words Brief/Speed Forms, Phrases) Given a list of 100 words each--theory, brief/speed forms, phrases--dictated at a rate of 1 every 4 seconds, write the correct shorthand outlines and transcribe, using the typewriter. Each list should be transcribed within 20 minutes with 95 percent accuracy.
4.02	(Transcription Techniques - Punctuation) Given 20 sentences, insert the needed punctuation marks and identify the appropriate punctuation rules within 10 minutes with 85 percent accuracy.
4.03	(Transcription Techniques - Spelling and Word Choice) Given a paragraph containing approximately 25 errors in spelling and word choice, identify and correct the errors within 15 minutes with 90 percent accuracy.
4.04	(Transcription Techniques - Word Division) Given a list of 25 words, indicate acceptable points at which each word may be divided. The list must be completed within 15 minutes with 85 percent accuracy.
4.05	(Take and Transcribe Familiar Material) Given 3 previewed letters containing common business vocabulary dictated at 80 words a minute, transcribe at the typewriter all letters in an acceptable style within 30 minutes with 95 percent accuracy.
4.06	(Dictation/Transcription - New Material) Given dictation (1.4 Syllabic Intensity) from unpreviewed material at 70 words per minute for 2 minutes, write shorthand using acceptable dictation techniques and, by typewriter, transcribe the shorthand notes within 30 minutes in mailable form.
4.07	(Office Style Dictation/Transcription) Given a 2 minute letter dictated at 60 words a minute in office style dictation, transcribe a mailable letter at the typewriter within 20 minutes.
4.08	(Recorded Media Transcription) Given a transcribing machine on which materials and instructions have been recorded, transcribe the material at the typewriter in a format acceptable to the instructor following all recorded instructions.
4.09	(Take and Prepare Minutes of Meeting) Given a meeting to attend, or a simulated meeting, record in shorthand the minutes of the meeting and prepare a typewritten report.
4.10	(Written Communications Composition) Given three business situations requiring written communications, compose appropriate communications for each situation.

MODULE 4.0, SHORTHAND II

MODULE 4.0 SHORTHAND II

TASK 4.01 SHORTHAND PRINCIPLES - THEORY WORDS BRIEF/SPEED FORMS, PHRASES

PERFORMANCE OBJECTIVE:

Given a list of 100 words each--theory, brief/speed forms, phrases--dictated at a rate of 1 every 4 seconds, write the correct shorthand outlines and transcribe, using the typewriter. Each list should be transcribed within 20 minutes with 95 percent accuracy.

PERFORMANCE ACTIONS:

4.0101 Supply and assemble necessary materials for work:

a. Duplicated form supplied by teacher
b. Pen
c. Typewriter
d. Correction devices

4.0102 Using the duplicated form provided by the teacher, write in shorthand the outlines dictated.

4.0103 Using the typewriter, transcribe in the spaces provided on the form all outlines dictated.

4.0104 Proofread and correct all errors before removing the form from the typewriter.

SUGGESTED INSTRUCTION TIME: 15 Hours

PERFORMANCE STANDARDS:

- 100 word lists, taken by dictation at a rate of 1 every 4 seconds, are to be transcribed at the typewriter within 20 minutes per list with 95 percent accuracy.

MODULE 4.0 SHORTHAND II

TASK 4.02 TRANSCRIPTION TECHNIQUES - PUNCTUATION

PERFORMANCE OBJECTIVE:

Given 20 sentences, insert the needed punctuation marks and identify the appropriate punctuation rules within 10 minutes with 85 percent accuracy.

PERFORMANCE ACTIONS:

4.0201 Supply and assemble materials necessary for work:

a. Duplicated form provided by the teacher
b. Pen

4.0202 Using the duplicated form provided by the teacher, insert needed punctuation and identify or give the rule for each punctuation choice.

4.0203 Proofread work.

4.0204 Correct errors.

SUGGESTED INSTRUCTION TIME: 15 Hours

PERFORMANCE STANDARDS:

- 20 sentences correctly punctuated within 10 minutes with 85 percent accuracy. A sentence must be completed and correctly punctuated with the rule identified or given in order to receive credit for that sentence.

RELATED TECHNICAL INFORMATION:

- Punctuation rules

MODULE	4.0	SHORTHAND II
TASK	4.03	TRANSCRIPTION TECHNIQUES - SPELLING AND WORD CHOICE

PERFORMANCE OBJECTIVE:

Given a paragraph containing approximately 25 errors in spelling and word choice, identify and correct the errors within 15 minutes with 90 percent accuracy.

PERFORMANCE ACTIONS:

4.0301 Supply and assemble necessary materials:

a. Duplicated paragraph (from teacher)
b. Pen

4.0302 Read the paragraph exercise and correct all spelling and word choice errors.

4.0303 Proofread carefully.

SUGGESTED INSTRUCTION TIME: 15 Hours

PERFORMANCE STANDARDS:

- A paragraph containing approximately 25 spelling and word choice errors read and corrected by the student within 15 minutes with 90 percent accuracy.

RELATED TECHNICAL INFORMATION:

- Capitalization, punctuation, grammar, and word-division rules.

MODULE	4.0	SHORTHAND II
TASK	4.04	TRANSCRIPTION TECHNIQUES - WORD DIVISION

PERFORMANCE OBJECTIVE:

Given a list of 25 words, indicate acceptable points at which each word may be divided. The list must be completed within 15 minutes with 85 percent accuracy.

PERFORMANCE ACTION:

4.0401 Supply and assemble necessary materials:

a. Duplicated list of words supplied by teacher
b. Typewriter
c. Correction devices

4.0402 In the space provided on the form, retype each word, hyphenating at acceptable word division points.

4.0403 Proofread carefully.

4.0404 Correct all errors.

SUGGESTED INSTRUCTION TIME: 15 Hours

PERFORMANCE STANDARDS:

- A list of 25 words retyped, indicating acceptable points at which each word may be divided. The task must be completed within 15 minutes with 85 percent accuracy.

MODULE 4.0 SHORTHAND II

TASK 4.05 TAKE AND TRANSCRIBE FAMILIAR MATERIAL

PERFORMANCE OBJECTIVE:

Given three previewed letters containing common business vocabulary dictated at 80 words a minute, transcribe at the typewriter all letters in an acceptable style within 30 minutes with 95 percent accuracy.

PERFORMANCE ACTIONS:

4.0501 Assemble necessary supplies for dictation.

4.0502 Record dictation.

4.0503 Assemble necessary supplies for transcription.

4.0504 Type letters (using dictionary and other reference material as needed).

4.0505 Proofread letters and correct all typographical errors.

SUGGESTED INSTRUCTION TIME: 30 Hours

PERFORMANCE STANDARDS:

- Record and transcribe three letters dictated by the instructor in acceptable form, within 30 minutes, with 95 percent accuracy.
- The acceptable format used. Correct spelling, capitalization, paragraphing, and word division (and word choice rules must be applied). Errors must be neatly corrected and the meaning intended must be conveyed.

MODULE 4.0 SHORTHAND II

TASK 4.06 DICTATION/TRANSCRIPTION - NEW MATERIAL

PERFORMANCE OBJECTIVE:

Given dictation (1.4 Syllabic Intensity) from unpreviewed material at 70 words per minute for 2 minutes, write shorthand, using acceptable dictation techniques and, by typewriter, transcribe the shorthand notes within 30 minutes in mailable form.

PERFORMANCE ACTIONS:

4.0601 Assemble necessary supplies for dictation and transcription:

a. Note pad
b. Pen
c. Typewriter
d. Typing paper
e. Correction devices
f. Reference books

4.0602 Using necessary supplies for dictation, write shorthand materials as dictated.

4.0603 Review shorthand notes, inserting punctuation, correct outlines, correct spelling.

4.0604 Using necessary supplies for transcription, transcribe notes in format specified by the teacher.

4.0605 Proofread and neatly correct all errors.

SUGGESTED INSTRUCTION TIME: 30 Hours

PERFORMANCE STANDARDS:

- A minimum of 3 takes at 80 words a minute for 2 minutes is necessary to achieve competency.
- The dictated material is to be transcribed in mailable form within 30 minutes.

RELATED TECHNICAL INFORMATION:

- Mailable form standards.
- Capitalization, punctuation, grammar, and word-division rules.

MODULE 4.0 SHORTHAND II

TASK 4.07 OFFICE STYLE DICTATION/TRANSCRIPTION

PERFORMANCE OBJECTIVE:

Given a 2 minute letter dictated at 60 words a minute in office style dictation, transcribe a mailable letter at the typewriter, within 20 minutes.

PERFORMANCE ACTIONS:

4.0701 Supply or assemble necessary supplies for dictation and transcription:

a. Note pad
b. Pen
c. Typewriter
d. Typing paper
e. Correction devices
f. Reference books

4.0702 Using supplies necessary for dictation, write in shorthand the material as dictated.

4.0703 Review shorthand notes, inserting punctuation, correcting outlines, noting correct spelling, and noting special instructions.

4.0704 Using the typewriter, transcribe the letter in the format specified by the teacher, adhering to all changes made in dictation.

4.0705 Proofread carefully.

4.0706 Neatly correct all errors.

SUGGESTED INSTRUCTION TIME: 20 Hours

PERFORMANCE STANDARDS:

- A 2 minute letter dictated in office style at 60 words a minute. The letter will be transcribed in mailable form so that the letter contains no typographical errors, typed in a format specified by the teacher, be legible, and contain all corrections specified by the teacher. The task must be completed within 30 minutes.

RELATED TECHNICAL INFORMATION:

- Mailable form.

MODULE 4.0 SHORTHAND II

TASK 4.08 RECORDED MEDIA TRANSCRIPTION

PERFORMANCE OBJECTIVE:

Given a transcribing machine on which material and instructions have been recorded, transcribe the material at the typewriter in a format acceptable to the instructor following all recorded instructions.

PERFORMANCE ACTIONS:

4.0801 Supply or assemble all necessary equipment and materials:

a. Transcribing machine
b. Recorded media
c. Typewriter
d. Typing paper
e. Correction devices
f. Reference books

4.0802 Insert recorded media into the transcribing machine.

4.0803 Adjust speed, volume, and tone of transcribing machine.

4.0804 Listen to instructions and make additional necessary preparations.

4.0805 Make typewriter adjustments and prepare transcript.

4.0806 Proofread.

4.0807 Correct all errors.

SUGGESTED INSTRUCTION TIME: 20 Hours

PERFORMANCE STANDARDS:

- Recorded material transcribed in acceptable format according to all recorded instructions. The transcribed material will be legible and free of all typographical errors.

RELATED TECHNICAL INFORMATION:

- Transcription machines.
- Typewriter manufacturer's instruction manual: Machine adjustments.

MODULE 4.0 SHORTHAND II

TASK 4.09 TAKE AND PREPARE MINUTES OF MEETING

PERFORMANCE OBJECTIVE:

Given a meeting to attend, or a simulated meeting, record in shorthand the minutes of the meeting and prepare a typewritten report.

PERFORMANCE ACTIONS:

4.0901 Assemble supplies.

4.0902 Record in shorthand the minutes of a meeting (or simulated meeting), listening for significant preliminary information and decisions/actions taken at the meeting.

4.0903 Type a rough draft of the minutes.

4.0904 Prepare final copy of minutes at the typewriter.

4.0805 Proofread and correct errors.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- Prepare transcript of the minutes of the meeting according to the following checklist with at least seven of nine items checked satisfactory.

CHECKLIST FOR MINUTES

*( ) Minutes will record the names of the participants, the date, time, and place of the meeting.
*( ) Minutes will record the business conducted (decisions/actions) in a chronological order.
*( ) Content accurate.
*( ) Content complete.
( ) Logical arrangement of minutes.
( ) Correct grammar, punctuation, capitalization, and word-division.
( ) Neat with no smudges.
( ) No typographical errors.
( ) Appropriate format used.

*Items must be check acceptable. Seven of nine items must be satisfactory.

RELATED TECHNICAL INFORMATION:

- Robert's Rules of Order

MODULE 4.0 SHORTHAND II

TASK 4.10 WRITTEN COMMUNICATIONS COMPOSITION

PERFORMANCE OBJECTIVE:

Given three business situations requiring written communications, compose appropriate communications for each situation.

PERFORMANCE ACTIONS:

4.1001 Study and understand the exercise situation (problem).

4.1002 Determine the appropriate business communications format.

4.1003 Collect information necessary.

4.1004 Assemble supplies and equipment.

4.1005 Compose a rough draft of each communications.

4.1006 Review the draft to ensure that the information is complete, clear, and concise.

4.1007 Prepare a finished copy at the typewriter.

4.1008 Proofread and correct errors.

SUGGESTED INSTRUCTION TIME: 10 Hours

PERFORMANCE STANDARDS:

- The finished communications must receive an acceptable rating for all items on the following checklist.

BUSINESS COMMUNICATIONS CHECKLIST

( ) Acceptable format and style.
( ) No typographical errors.
( ) Conveyed the desired message.
( ) Correct grammar.
( ) Correct punctuation.
( ) Correct capitalization.
( ) Correct spelling, word choice, and word division.

RELATED TECHNICAL INFORMATION:

- Business Correspondence Style Manual: Rules for correspondence.

OUTCOME-REFERENCED MEASURES

MODULE 4.0, SHORTHAND II

MODULE 4.0 SHORTHAND II

TASK 4.01 SHORTHAND PRINCIPLES - THEORY WORDS, BRIEF/SPEED FORMS, PHRASES

(TASK SAMPLE: Theory Words)

Dictate the following 100 theory words at the rate of 1 every 4 seconds.

1. financial
2. credentials
3. principal
4. obligation
5. prospect
6. standards
7. subscribed
8. membership
9. minimum
10. contemplate
11. taxes
12. security
13. cancellation
14. guarentee
15. reservation
16. affords
17. president
18. commercial
19. extremely
20. consider
21. encourage
22. winter
23. edition
24. obtain
25. treatment
26. hesitate
27. estimate
28. medical
29. catalog
30. depositor
31. transcript
32. depreciate
33. negotiations
34. population
35. personnel
36. perhaps
37. services
38. accommodate
39. frequently
40. analysis
41. congratulations
42. clients
43. apparently
44. application
45. entrust
46. establishment
47. accordingly
48. thorough
49. annually
50. practical
51. installation
52. associate
53. outstanding
54. pleasant
55. comfortable
56. collect
57. reference
58. inflation
59. terminate
60. transferred
61. bureau
62. qualifications
63. applicant
64. medium
65. interview
66. finest
67. temporarily
68. executive
69. commitment
70. amount
71. investment
72. courteous
73. preparation
74. media
75. major
76. accept
77. booklet
78. assistant
79. treasure
80. promote
81. occurred
82. impossible
83. position
84. adopted
85. recommendation
86. indicate
87. directly
88. examine
89. variety
90. efficiently
91. operate
92. explanation
93. appointment
94. convinced
95. discount
96. duplicate
97. promptly
98. announcement
99. reaction
100. substantially

MODULE 4.0 SHORTHAND II

TASK 4.01 SHORTHAND PRINCIPLES - THEORY WORDS, BRIEF/SPEED FORMS, PHRASES

(TASK SAMPLE: BRIEF FORM)

Dictate the following words at one word every three seconds.

1. I
2. Mr.
3. have
4. am
5. it, at
6. is, his
7. the
8. that
9. can
10. you, your
11. of
12. with
13. but
14. Ms.
15. which
16. and
17. this
18. their, there
19. any
20. they
21. work
22. was
23. when
24. should
25. thank
26. enclose
27. gentlemen
28. business
29. Dr.
30. about
31. important, importance
32. advertise
33. immediate
34. opportunity
35. advantage
36. out
37. several
38. manufacture
39. part
40. a, an
41. acknowledge
42. general
43. purpose
44. over
45. usual
46. difficult
47. progress
48. satisfy, satisfactory
49. success
50. state
51. under
52. request
53. particular
54. probable
55. regular
56. speak
57. subject
58. street
59. newspaper
60. executive
61. opinion
62. circular
63. responsible
64. organization
65. public
66. ordinary
67. company
68. recognize
69. never
70. experience
71. world
72. thing, think
73. worth
74. quantity
75. short
76. next
77. throughout
78. objected
79. characters
80. government
81. good
82. one, won
83. present
84. after
85. envelope
86. idea
87. regard
88. in, not
89. send
90. be, by
91. are, our, hour
92. will, well
93. morning
94. would
95. where
96. great
97. object
98. ever, every
99. time
100. wish

MODULE 4.0 SHORTHAND II

TASK 4.01 SHORTHAND PRINCIPLES - THEORY WORDS, BRIEF/SPEED FORMS, PHRASES

(TASK SAMPLE: Phrases)

Dictate the following 100 phrases at the rate of one every four seconds.

1. able to say
2. as a result
3. as we are
4. be glad to know
5. cannot be done
6. for the purpose
7. he did not pay
8. I have not been able
9. might have been
10. out of the question
11. ought to be able
12. relation to the
13. they might be able
14. to participate
15. two months ago
16. Very truly yours
17. we hope it will
18. what is
19. who want
20. you could have been
21. you have not been
22. Yours sincerely
23. was made
24. throughout the
25. once or twice
26. about the matter
27. as soon as possible
28. as you must have
29. between them
30. day or two ago
31. for your convenience
32. he may be sure
33. if we cannot
34. line of business
35. several months ago
36. since that time
37. safe deposit
38. this morning
39. to present
40. up to the minute
41. we cannot say
42. we should be
43. we did not
44. will be glad
45. years ago
46. you must be able
47. your order
48. we are sending
49. to be sure
50. none of them
51. after that time
52. as there will be
53. at that time
54. business world
55. during the past
56. glad to know
57. he would be able
58. if there is
59. of course it is
60. should be done
61. so long
62. thank you for your
63. they must have
64. upon such
65. up to date
66. we could be
67. we thank you for
68. who could be
69. will you please
70. within the
71. you wanted
72. your inquiry
73. we realize that
74. shall be glad
75. no doubt
76. any time
77. as the
78. before it is
79. by which
80. for the last
81. has been done
82. I hope
83. it has been
84. one of the
85. realize that
86. Sincerely yours
87. there has been
88. to do
89. very much
90. very soon
91. we know
92. we would not
93. will be done
94. written you
95. you couldn't
96. you should
97. you will not
98. to continue
99. on behalf
100. into the

Shorthand Instructor's Manual, Charleston, SC: Trident Technical College (Trident Area Articulation Program), 1981.

MODULE 4.0 SHORTHAND II

TASK 4.02 TRANSCRIPTION TECHNIQUES - PUNCTUATION

(TASK SAMPLE: Punctuation Test--Commas & Semicolons)

INSTRUCTION: Insert the punctuation marks needed in each of the following sentences. Circle each mark and give the reason for the punctuation you have used.

		Reasons
1.	On Friday June 15 the executive committee opened all bids for the construction of the new wing on our Chicago plant.	_____
2.	I should therefore like to thank you the president of your organization for making Mr. Smith's services available to you.	_____
3.	Mr. Jones gave us many interesting challenging and useful ideas in addition he kept us entertained with his wonderful sense of humor.	_____
4.	Please pardon this error we shall take steps to see that it does not recur.	_____
5.	Frankly we have never heard it put quite that way before.	_____
6.	If your advertising has not be productive why not take advantage of our services?	_____
7.	At the present time however our circulation is more than 110,000 consequently be scheduling your ads with us now you will reach 20,000 additional subscribers at no extra cost.	_____
8.	When this copy has been set in type please send us a copy of the proof for checking.	_____
9.	We hope that you will again choose <u>The Medical Journal</u> to advertise your products to this large profitable audience.	_____
10.	As you know on February 15 you purchased from us on the installment plan a set of kitchen furniture costing $200.	_____
11.	When a company extends credit to you it is paying you a compliment.	_____
12.	Please consider this letter an expression of our sincere thanks for the prompt efficient way you have handled your account with us.	_____

TASK SAMPLE (continued)

		Reasons
13.	It is a pleasure to do business with you and we look forward to many opportunities of serving you.	_____
14.	This is the last letter we will write you requesting payment of your account which amounts to $1,300.	_____
15.	Thirty days have passed but we have not had a check from you.	_____
16.	If the shipment has not yet been made please substitute a yellow shade for the green one that I selected.	_____
17.	When you have an opportunity please return the damaged doll to us.	_____
18.	We hope too that we shall see you at our annual sale on July 15 16 and 17.	_____
19.	As many of you know his health has not been good for the past several years.	_____
20.	We have just hired Mr. Edward L. Brown who was formerly with Benson and Company.	_____

Shorthand Instructor's Manual, Charleston, SC: Trident Technical College (Trident Area Articulation Program), 1981.

MODULE	4.0	SHORTHAND II
TASK	4.03	TRANSCRIPTION TECHNIQUE - SPELLING AND WORD CHOICE

(TASK SAMPLE: Spelling and Word Choice)

Read the following paragraphs and correct all spelling or word choice errors within 15 minutes with 90 percent accuracy.

SELL YOUR MANUSCRIPT.'
By Susan Mae Willins

THE WAY IN WHICH a magazine story is typed van help or hurt its chance for acceptance. Why is this so? Well, the eidtor gets far more storeis than he can publish. Therefore, he is prejudiced in favor of the in--

frequent articule that comes to his desk looking as though itwere the polished handiwork of some expert on the staff who had got it ready for printing. If an editor is pushed for time,he will use what is easy to use, other things being equal.

So, if you want to sell a magaxine article, story, of feature, look at it the way the editor will. Just imagine, if you can, what he had to know about your contirvution and what he may have to do to do it before it can appear in print.

For example, he has to know how many lines of space you artical will fill, what heading it may require, what captions must be aranged, and so one. When you type the manuscript, try to solve as many of these provlems as you can for him.

MODULE 4.0 SHORTHAND II

TASK 4.04 WORD DIVISION

(TASK SAMPLE: Word Division)

DIRECTIONS: Indicate acceptable points at which each word may be divided.

1. attitude
2. authority
3. believable
4. category
5. connection
6. dollar
7. forever
8. machinery
9. memory
10. questionnaire
11. sergeant of arms
12. July 4, 1776
13. into
14. technical
15. father-in-law
16. passenger
17. auditorium
18. excessive
19. amount
20. separate
21. spelling
22. musician
23. wrapper
24. R. V. Taylor
25. self-discipline

Word Studies, Marion M. Lamb, Cincinnati: South-Western, 1971.

MODULE 4.0 SHORTHAND II

TASK 4.05 TAKE AND TRANSCRIBE FAMILIAR MATERIAL

(TASK SAMPLE: 80 WAM - Previewed, Familiar Material Dictation)

Dear Miss Jones; Thank you for your letter of May 10 telling us how much you enjoyed your flight with us from New York City/ (1) to San Francisco. Your comments are very much appreciated. (P) During the past ten years, we have added/ (2) many new flights to enable people to go from one part of the country to another quickly and on time./ (3) Because of our constant concern for improved service, we have made travel by jet available on most of our/ (4) flights. As you may know, we have also eliminated the weight requirement for your bags and have adopted the/ (5) policy of allowing two pieces of checked baggage for each passenger. In addition, a small case may be/ (6) carried with you. (P) In the future when you have occasion to travel, we hope that you will fly with us again. Com/ (7) ments from our customers are always welcomed. Sincerely yours,

Preview Words:

flight	comments	appreciate
constant	eliminate	baggage
passenger	country	

Shorthand Instructor's Manual, Charleston, SC: Trident Technical College (Trident Area Articulation Program), 1981, p. 92.

MODULE 4.0 SHORTHAND II

TASK 4.06 TAKE AND TRANSCRIBE NEW-MATTER MATERIAL

(TASK SAMPLE: Take and Transcribe New-Matter Material)

70 WAM - Previewed, New-Matter Dictation

Gentlemen: I would like to make a reservation at your American Hotel for Monday, Tuesday, and Wednes/ 1 day, March 8, 9, and 10. I would like to have a double room for my wife and me. We shall arrive during the morn/ 2 ing of March 8 and would appreciate it if we could check into our room when we arrive. (P) While we are in Dal/ 3 las on this trip, my wife and I want to visit several places of interest. Could you perhaps suggest some of the/ 4 more important places of interest and also some good places to eat. Since we are interested in seeing a / 5 play, we would like to receive information you may have concerning any play that may be appearing in Dal/ 6 las during our stay in your city. (P) We shall be arriving and leaving by air. I assume that transportation / 7 will be available from the airport to your hotel. Will there be transportation from your hotel to the air- / 8 port at the time we leave, or will we have to make other arrangements? Cordially yours,

Previewed Words: reservation, wife, perhaps, suggest, assume, transportation, arrangements

Shorthand Instructor's Manual, Charleston, SC: Trident Technical College (Trident Area Articulation Program), 1981, p. 104.

(TASK SAMPLE: Office Style Dictation)

Professor Philip C. Clarin (pause)
Department of Education
Atlantic University (pause)
Boston, Massachusetts 02104

Dear Professor Clarin (pause)

Last night I attended a party at the home of Dr. Alfred Mathews (pause) comma (pause) the Dean of the School of Education (pause) at Langwood University here in Kansas (pause) period (pause) correction change attended a party to attended a dinner party (pause) now to continue (pause) One of the guests was Dr. Frederick Wood (pause) comma (pause) a friend of mine of long standing period (pause) He described in some detail (pause) strike that out He told me about the tour of Scandinavia (pause) that you are sponsoring this year (pause) this summer period (pause) I am extremely interested in visiting Scandinavia (pause) and in studying the culture of that area of Europe (pause) paragraph (pause) I will certainly appreciate any information you can send me concerning the trip you are planning period (pause) I teach (pause) change that to I am an instructor of modern European history at Webster College (pause) in Emporia period (pause) I have been working toward a degree (pause) toward a doctorate in history at the state university in Wisconsin. (147 words)

Sincerely yours

Raymond A. Withers

ar

Shorthand Dictation Studies, Third (Jubilee) Edition, Wallace B. Bowman and Mary Ellen Oliverio, South-Western Publishing Company, p. 494.

MODULE 4.0 SHORTHAND II

TASK 4.08 RECORDED MEDIA TRANSCRIPTION

(TASK SAMPLE)

Given a transcribing machine on which material and instructions have been recorded, transcribe the material at the typewriter in a format acceptable to the instructor, following all recorded instructions.

(Current Date)

Miss Jane Tully
Business Education Department
Washington High School
302 Moulton Street
Cambridge, Massachusetts 02138

Dear Miss Tully:

We are pleased that you have agreed to consult with our staff on the preparation of the new Dictaphone Secretarial Practice Course (DSPC).

The DSPC will teach the student secretary how to use the Dictaphone transcribing equipment. However, it will not teach this skill unless the student reads and understands all the instructions in the workbook.

The student secretary must be made to realize what an important advantage she will have in getting and keeping a secretarial position if she has a thorough knowledge of the Dictaphone machine.

The Student Workbook will provide vocabulary-building exercises for all records.

Our staff is looking forward with pleasure to working with you on this project.

Cordially yours,

DICTAPHONE CORPORATION

Paul J. Reynolds, Director
Educational Services

PJR:urs

Source: Dictaphone Cassette Secretarial Practice Course, Bolt, Beranek, and Newman, Dictaphone Corporation, Cambridge, MA: 1969.

MODULE	4.0	SHORTHAND II
TASK	4.09	TAKE AND PREPARE MINUTES OF MEETING

(TASK SAMPLE: Take and Prepare Minutes of Meeting)

See Task 4.09 for "Checklist for Minutes," which will serve as performance measure.

MODULE 4.0 SHORTHAND II

TASK 4.10 WRITTEN COMMUNICATION COMPOSITION

(TASK SAMPLE: Written Communication Composition)

Given an exercise to write and secure hotel accommodations for a three-day conference your employer is to attend, compose a written communication to accomplish the task. Performance will be judged using the "Checklist for Business Communications," Task 4.10.

EQUIPMENT LIST
MODULE 4.0, SHORTHAND II

- Typewriter
- Recorder
- Dictaphone

PROFICIENCY REPORT

SHORTHAND

PROFICIENCY REPORT
for

_____
Vocational Course

Student: _____

High School: _____

Vocational Center: _____

Date Training Initiated: _____
First Year Completed: _____
Second Year Initiated: _____
Second Year Completed: _____

Instructor: _____

DIRECTIONS: The purpose of the proficiency report is to communicate to the student, other instructors, or potential employers the abilities that a student has demonstrated to the instructor in vocational training. Mark each task as soon as possible after instruction or skills demonstration. If instruction is not aimed at task proficiency, or if only an orientation or introduction to the task was provided, DO NOT mark a proficiency level or mark Level 0. Levels 1-4 indicate that instruction was given and the proficiency may be interpreted as follows:

Level 0	No skill level demonstrated or proficiency training not given in the skill.
Level 1	Individual's skill level is not that generally expected for entry level employment.
Level 2	Individual's skill level probably is that generally expected for entry level employment, but the individual probably will need close on-the-job supervision for a while longer.
Level 3	Individual's skill level is that generally expected for entry level employment.
Level 4	Individual's skill level is equal to that of a worker with some on-the-job experience.

For further description of the levels of proficiency, see the "Proficiency Report" section of the Policies and Procedures Guide for Articulation Between The School District of Greenville County and Greenville Technical College.

Student's Name _____

PROFICIENCY REPORT

SHORTHAND

TASKS			Proficiency Level 0	Level 1	Level 2	Level 3	Level 4	Date Completed	Instructor's Initials
MODULE	3.0	SHORTHAND I							
TASK	3.01	Read Shorthand Brief/Speed Forms, and Alphabetic Outlines							
	3.02	Wrote Correctly Proportioned Shorthand Symbols from list of Familiar Words							
	3.03	Wrote Shorthand - Brief Forms: 50 forms dictated 1 every 5 secs., transcribed within 20 mins.; 90% Accuracy							
	3.04	Wrote Shorthand - Phrases: 50 common Phrases, 1 every 6 secs., transcribed within 20 mins., 90% Accuracy							
	3.05	Inserted Punctuation with 85% Accuracy							
	3.06	Took Shorthand of Letter of 100-120 Words at 60-80 WPM, Transcribed with 95% Accuracy							
	3.07	Dictation/Transcription: Took Shorthand of Previewed material for 1-2 mins., 60-80 WPM, Transcribed with 95% Accuracy, in 20 mins.							
See Standards for Interpretation of Speed, etc.									

Comments:

Instructor's Signature: _____

Student's Name _____

PROFICIENCY REPORT

SHORTHAND

TASKS

		Proficiency Level 0	Level 1	Level 2	Level 3	Level 4	Date Completed	Instructor's Initials
MODULE	4.0 SHORTHAND II							
TASK	4.01 Shorthand Principles - Transcribed within 20 mins., 95% Accuracy, 100 Words Dictated, 1 every 4 seconds							
	4.02 Inserted Punctuation, Identified Punctuation Rules							
	4.03 Correctly Spelled Words and Choose Correct Words in Transcription, 90% Accuracy							
	4.04 Applied Word Division Rules with 85% Accuracy							
	4.05 Took Shorthand and Transcribed Familiar Material at 80 WPM, Transcribed within 30 Mins., 95% Accuracy							
	4.06 Transcribed by Typewriter in Mailable Form, in 30 mins., Dictation (1.4 Syllabic Intensity), of New Material, at 70 WPM, for 2 Mins.							
	4.07 Transcribed in Mailable Form, within 20 Mins., Office Style Dictation of a 2 Min. Letter, Dictated at 60 WPM							
	4.08 Transcribed from Recorded Media in an acceptable Format							
	4.09 Took Shorthand Notes of Minutes of Meeting and Prepared Written Report with 7 of 9 checklist items correct							
	4.10 Composed Appropriate Communications for Three Business Situations According to Checklist							
See Standards for Interpretation of Speed, etc.								

Comments:

Instructor's Signature _____

REFERENCES

MODULES 3.0 and 4.0, SHORTHAND I AND II

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